

# Reception Planner

## GENERAL INFORMATION

*In order to make your reception a success please fill out the following information and return it to us no later than 2 weeks before your event date. This form is for general information only and is not part of the contract for this event. When completed please FAX FORM BACK TO : (770) 234-6631*

Brides Name: \_\_\_\_\_

Grooms Name: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Location: \_\_\_\_\_ # Of Guests \_\_\_\_\_

How would you like your Disc Jockey attired?

Formal (Tuxedo)  Semi Formal (Coat & Tie)  Casual

What type of food service are you having?

Seated Dinner  Dinner Buffet  Hors d'oeuvres

## PROGRAM OF MUSIC & EVENTS

Ceremony Start Time: \_\_\_\_\_ AM/PM Are we providing ceremony music? Yes / No

Ceremony Location: \_\_\_\_\_

Reception Start Time: \_\_\_\_\_ AM/PM (Note: Reception should not start before our start time)

Dinner/Cocktail Music:

Which type of music would you prefer during the Dinner / Cocktail portion of the reception?

Contemporary Jazz  Swing/Jazz Standards  Love Songs  Classical

## TRADITIONAL EVENTS

*The following is a list of popular events done at most wedding receptions. They are listed in the order that they generally take place. Preceding each of the following events there is a blank. If you want the event incorporated into your reception, enter the approximate time it should be done. If you do not want the event to be incorporated into your reception write "NO" in the blank.*

### TIME

\_\_\_\_\_ **Announcing of the Wedding Party:** Yes/ No (Note: Please include phonetic spelling for difficult names)

Flower Girl: \_\_\_\_\_ Ring bearer: \_\_\_\_\_

Bridesmaid: \_\_\_\_\_ Groomsman: \_\_\_\_\_

Bridesmaid: \_\_\_\_\_ Groomsman: \_\_\_\_\_

Bridesmaid: \_\_\_\_\_ Groomsman: \_\_\_\_\_

Bridesmaid: \_\_\_\_\_ Groomsman: \_\_\_\_\_

Bridesmaid: \_\_\_\_\_ Groomsman: \_\_\_\_\_

Bridesmaid: \_\_\_\_\_ Groomsman: \_\_\_\_\_

Maid / Matron Of Honor: \_\_\_\_\_ Best man: \_\_\_\_\_

\_\_\_\_\_ **Announcing of the Bride and Groom:** \_\_\_\_\_